

SAMPLE Emergency Protocol Letter

Emergency protocol letters may be helpful in the event your child needs to be seen in the Emergency Room. The letter should be current, personalized to the specific patient, and signed by the physician/specialist who is most familiar with your child’s exceptional medical needs.

Suggestions for information to include in the letter:

- An introduction to the child’s medical history or specific medical condition
- A description of the pathophysiology involved
- Presentation of symptoms in the patient
- Assessments needed for correct diagnosis
- Detailed therapeutic strategies and potential side effects
- A description of the patient in recovery

TO: Emergency Department Personnel
 FROM: Provider’s name and contact information
 RE: Name of patient
 DOB: Patient’s date of birth
 CC: Parents’ or guardians’ name(s)

SAMPLE 1

(*Child’s name*) is followed by (*Provider Office Name Here*) at (*Address Here*) for (name of condition and related important information about the condition.)

Because of (*specific issue*), (*child’s name*) may (*describe consequence that requires an ER visit*).

We have instructed (*child’s name*) parents to bring them to the Emergency Room when (*describe here*).

In the Emergency Room, (*name initial steps that should be taken and other key information here. This may include unique vital sign or physical exam features to watch for, key steps to diagnosing and managing emergency conditions, managing certain procedures, awareness of past medical trauma, working with family, etc.*)

For questions, (*process for reaching this provider or another provider with knowledge of the patient*)

SAMPLE 2

Primary diagnoses	Seizure disorder
Key home medications	Phenobarbital Keppra
Emergency management	1. Watch for respiratory depression with seizures 2. Lorazepam 0.1mg/kg IV for seizures longer than 5 minutes, repeat once 3. Phenobarbital 10mg/kg IV load if seizures do not stop with 2 doses of lorazepam
Key contacts	OHSU Pediatric Neurology fellow (503-494-xxxx)

For more information: www.oregonfamilytofamily.org